

POLICY STATEMENT OF THE EMPLOYEE ASSISTANCE PROGRAM (EAP)

1. The State of New Hampshire, Department of Health and Human Services will administer the New Hampshire National Guard's Employee Assistance Program (EAP). The EAP will provide counseling services to help employees deal with personal problems, which affect personal well being, or job performance. New Hampshire National Guard employees will receive EAP services at no cost (civilian technicians and AGRs). The EAP counselors follow federal law and regulations that strictly prohibit the release of information from personal consultations. The EAP counselors will not release any information to the New Hampshire National Guard without your written consent.
2. As members of the New Hampshire National Guard, our primary objective is mission accomplishment. Our service to the State and Nation requires the maintenance of the highest standards and the highest levels of readiness. The mental and physical health of the workforce are critical factors in our success or failure.
3. The New Hampshire National Guard encourages all employees to use the Employee Assistance Program whenever they feel they have problems that require professional help. If necessary, referrals are made to appropriate care providers and the cost is the responsibility of the employee. AGR personnel will coordinate with TriCare for referral care.
4. No employee will have his or her job security, or promotional opportunities jeopardized by requesting counseling or referral assistance. Mandating employees to participate in the program by any New Hampshire National Guard personnel is strictly prohibited. However, those employees who do not correct employment-related problems or deficiencies are still subject to established performance and disciplinary procedures. Technicians can use up to three hours of Administrative Leave in a leave year and AGRs can use up to three hours of supervisor's pass (excusal) in a calendar year to attend sessions with EAP counselors. However, if the EAP counselor recommends continued counseling sessions beyond the three hours, the employee's leave status will be annual leave or sick leave. The other option would be to meet with counselors during off duty hours.

POST ON BULLETIN BOARD

POLICY STATEMENT OF THE EMPLOYEE ASSISTANCE PROGRAM (EAP)

5. I recognize that problems such as family or marital crises, legal or financial difficulties, alcohol or drug abuse, or personal stress exist for employees of the New Hampshire National Guard. These situations often manifest themselves as accidents, misunderstandings, poor conduct, and/or absenteeism. All of us need to be supportive and encourage our coworkers to seek assistance when needed.

6. Address any questions regarding this policy to the Employee Assistance Program Coordinator (EAPC), First Lieutenant Mary L. Bergner, Human Resource Office, State Military Reservation, Concord, NH 03301-5652, DSN 684-9329, commercial (603) 225-1329.

//Signed//

JOHN E. BLAIR
Major General, NHNG
The Adjutant General

*This Employee Assistance Program Policy Statement supersedes Employee Assistance Program Policy Statement dated 30 January 2000.

POST ON BULLETIN BOARD